



## State of Washington

### 15-PASSENGER VAN DRIVER VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT

**Definition: 15-Passenger Van Driver** - Fifteen (15)-passenger van drivers refers to employees, student-employees, students, and volunteers operating 15-passenger vans under the direction of a state agency, university, or community/technical college.

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington state, all 15-passenger van drivers are required to sign this statement verifying: (1) they possess a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records; (2) they have minimum two years of experience driving motor vehicles; (3) their Washington State (or out-of-state) driving record is free of violations (as described below) that excludes 15-passenger van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.

#### Manager/Supervisor Responsibilities Checklist

1. **Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15-passenger vans has in their possession and can present to you a valid Washington or out-of-state drivers license. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
2. **Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15-passenger van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. *Note: Drivers who mark "no/don't agree" in any box below, shall not be considered for 15-passenger van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature yes/agree responses to the questions below.*
3. **Provide Education/Training:** Provide agency designated 15-passenger education or training prior to the initial 15-passenger van driving assignment.
4. **Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Completion of Items 1-4

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### 15-Passenger Van Driver Responsibilities

Anyone authorized to drive a 15-passenger van for a state agency, university or community/technical college is required to fill out the form below by placing a check in the box indicating their response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.

I have a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records. Yes No

I have at least two years of experience driving motor vehicles. Yes No

My DOL drivers record is free of all the excluding driving criteria listed below. Yes No

As a condition of driving a state owned or rented 15-passenger van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive 15-passenger vans.

Agree Don't Agree

#### **Criteria for Excluding a Driver from Driving 15-Passenger Vans**

Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_